

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**September 15, 2020**

Dear Property Owner or Agent:

The State of South Carolina is seeking office, laboratory, classroom, collaborative and shop space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, September 28, 2020.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [RPS@admin.sc.gov](mailto:RPS@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
CLEMSON UNIVERSITY**

**OFFICE, LABORATORY, CLASSROOM, COLLABORATIVE AND SHOP SPACE IN  
CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named) and must complete Disclosure Form.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – Clemson Design Center Charleston**

- Location: Charleston County; prefer to be within a two (2) mile walking distance of the College of Charleston campus
- Expected occupancy date: July 1, 2021
- Total space needed is approximately 29,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:

Space Description	Approx. SF	Comments
<b>Shop Area</b>	4,400	To include reception area, restroom(s), spray booth, wood shop, office, and storage
<b>Design Center:</b>		
• Private Offices	1,320	11 offices for professional staff
• Workstations	3,176	12 workstations for administrative staff of approximately 48 SF each; 3 small workstations of approximately 25 SF each; 101 small computer carrels/workstations for students
• Reception Lobbies	700	3 large reception lobbies with seating for up to 12 people; 1 medium reception lobby with seating for up to 6 people
• Library	1,500	Open room for library space, office and storage



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• IT rooms	180	2 IT/AV closets with wall mounted racks; 1 secured, temperature- controlled IT LAN room with separate thermostat
• Storage rooms	1,860	6 large storage rooms; 1 small storage room; 3 storage closets; open room for 10 file cabinets
• Workrooms	360	3 large workrooms
• Classrooms	4,400	4 large classrooms/training rooms; 2 medium classrooms or training rooms; 1 large teaching lab
• Conference rooms	440	2 small conference rooms with seating for up to 4 people; 4 small focus/privacy rooms
• Auditorium/forum space	2,500	Auditorium with seating for up to 100 people; open area for exhibits
• Break Room(s)	720	Large lounge/break room with seating for up to 30 people with vending area; 1 small breakroom with seating for up to 4 people with vending area
• Printer room(s)	480	1 large print/copy/mail/supply room with room for dedicated floor mounted printer, storage, and mail slots; 1 medium copy/print/supply room with room for dedicated floor mounted printer and storage; 4 print alcoves with 8 linear feet each of upper and lower cabinets for supply storage and printer

**Special Support Areas:**

- One (1) large heated/cooled shop and teaching space of approximately 4,400 square feet to be used as wood and metal workshop including spray booth, central wood dust collection system, fume hood exhaust system, acoustical attenuation of shop areas, and tool crib. Spray booth will require air and exhaust system to meet code and maintain balance air pressure in the booth during painting operations. Fob access capability required.
- Loading area and access to shop, shop may require additional acoustical treatment to allow shop operations during business hours, evening and weekends; shop must have a minimum 8'x 8' overhead door and clearance from loading dock to shop interior of 8' high x 6' wide
- One teaching Lab will require a fume hood with code compliant exhaust system
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- All Furniture, Fixtures and Equipment (FFE) to be provided by Landlord turnkey
- Separate controls for HVAC are needed
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency. Minimum 1 GB internet access, video conferencing VOIP.
- Must have 24-hour access



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- Prefer 24-hour security; however, at least provide security 7AM – 7PM at a minimum
- 72 parking spaces are desired, 24 hours a day, with at least 12 being reserved parking spaces on site. If remote parking, cannot be more than 500 feet travel distance to leased space.
- Parking lot must be paved and lighted. Remote parking to be at least compacted gravel surface and lighted.
- Prominent opportunity for exterior signage. All exterior signage including electrical service to the location shall be provided by Landlord. Signage to identify CDCC only; final design by Clemson.
- Term: Please provide proposed rates for 5, 7 and 10-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, trash removal, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Provided janitorial services must meet DHEC's guidelines, including EPA approved cleaning products to clean and disinfect facilities against COVID-19.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by Real Property Services by **4:00 PM, September 28, 2020.**
- All proposals must be in writing and submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with Clemson University. Direct contact can be cause for automatic disqualification.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

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**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

